

**United States District Court
District of Oregon Probation Office**

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VACANCY ANNOUNCEMENT ORP-22-03

Position Title:	Temporary Probation Services Technician
Term of Employment:	Full Time, Temporary
Classification Level:	Court Personnel System CL 23; Salary range \$38,295 - \$62,243, depending on experience and qualifications.
Duty Station:	Portland, Oregon
Closing Date:	Open Until Filled

THE POSITION

The United States Probation Office for the District of Oregon is accepting applications for Probation Services Technician to be stationed in Portland, Oregon. Under direction and guidance of a supervisor, Probation Services Technicians provide specialized technical and administrative support to probation officers in a wide range of areas, including compiling information for investigations, preparing drafts of reports and correspondence, coordinating with collateral agencies, and performing similar duties. This is a temporary position subject to the availability of funding. Position may become permanent without further competition. More than one position may be filled with this announcement.

Representative Duties:

- Organizes and prepares new criminal case documents for officers in accordance with established case management procedures. Enters criminal case file information and statistical data into databases.
- Ensures case files are updated for investigation and supervision units at the direction of officers or supervisors in accordance with established policies and practices. Confirms the accuracy of information when entered into case records. Transfers case files to, and receive case files from, other districts.
- Electronically files reports with the U.S. District Court via the Court's case management system (CM-ECF) and electronically submits appropriate documents to the Bureau of Prisons and United States Sentencing Commission.

- Prepares routine correspondence, including but not limited to form letters, notices, reports, and associated correspondence using templates and forms. Maintains correspondence control records and tracks correspondence through internal databases. Updates chronological entries as required.
- Assists probation officers in conducting limited scope criminal history database inquiries and compiles limited scope criminal history/profiles. Submits collateral record inquiries. Assists in record collection as needed.
- Receives, prioritizes, and routes incoming and outgoing mail and materials from within the Court and from outside agencies to the appropriate individuals within the office.
- Maintains, updates, and tracks paper and electronic files including making copies, delivering documents to staff, scanning documents, filing, and locating files and documents.
- Participates in and contributes to ongoing training programs.
- Assists with front desk and reception duties as needed.
- Other duties as assigned.

QUALIFICATIONS

Minimum Qualifications:

To qualify at CL 23, step 1, applicant must be a high school graduate or equivalent and have two years of general experience. To qualify at a CL 23, step 2 or higher, applicant must also have at least one year of specialized experience.

Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours of undergraduate study) equals one year of general experience. Education may not be substituted for specialized experience because court support positions require hands-on experience to be credited as specialized experience.

Desired Qualifications:

In addition to the minimum qualifications, preference will be given to candidates who have Federal Judiciary experience, preferably in Probation.

Candidates must also demonstrate:

- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Ability to communicate effectively both orally and in writing;
- Strong interpersonal skills;
- Skill in using Windows-based personal computers and standard software applications such as word processing, spreadsheets, electronic mail, internet searches, etc;
- Familiarity with standard office equipment such as scanners, copy machines, and fax machines;
- Proficient typing and data entry skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

EMPLOYEE BENEFITS

Appointments lasting less than 90 days are eligible to earn sick leave.

APPLICATION PROCESS

To apply, submit the following:

1. [Federal Judicial Branch Application for Employment \(AO 78\)](#) Applicants must complete the Background Information questions 18, 19, and 20 on page 5 of the application;
2. Letter of Interest (Cover Letter);
3. Chronological Resume;
4. List of 3 Professional References with telephone and email contact information, or two letters of recommendation (from instructors, advisors, or recent employers); and
5. A copy of college transcripts (can be unofficial but must be up to date).

Send complete application packets via email to hr2@ord.uscourts.gov in pdf form and include "**ORP-22-03 Probation Services Tech**" in the subject line. All documentation should be combined into one pdf. Application forms are available on the District of Oregon's website at <http://www.uscourts.gov> in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets will not be considered.**

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who are invited for interviews and only applicants who are interviewed will receive a written response regarding their application status. Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed. Verification of employment, education, and reference checks will be made prior to any offer of employment. The selectee for this position will be subject to a criminal background record check and consumer credit check before an employment offer is made.

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division at 503-326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Employees are required to disclose COVID-19 vaccination status and agree to local and national COVID-19 safety protocols and procedures.

CLICK THESE LINKS FOR FURTHER INFORMATION

- Learn more about the [U.S. District Court for the District of Oregon](#) and the [Probation Office](#)
- [Employee Benefits](#)
- [Conditions of Employment](#)

The United States Probation Office for the District of Oregon is an Equity Focused Employer.

We value diversity and are committed to equity and inclusion in our workplace. The District of Oregon encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, socio-economic circumstance, and any other status or characteristic protected under applicable federal law.